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LIBRARY TECHNICIAN PROGRAMS IN JUNIOR COLLEGES--COURSES OFFERED IN 1966-67 CATALOGS.

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IN 1966-67, LIBRARY TECHNICIAN TRAINING PROGRAMS OF SIX UNITS OR MORE WERE OFFERED AT 17 CALIFORNIA JUNIOR COLLEGES. AT 15 COLLEGES INSTRUCTION IN LIBRARY USAGE WAS OFFERED WITHOUT A VOCATIONAL EMPHASIS. COURSE DESCRIPTIONS AND CURRICULUM PATTERNS WERE REPRODUCED FROM THE CATALOGS OF ALL COLLEGES OFFERING LIBRARY PROGRAMS. CONTENT AND ORGANIZATION VARIED AMONG THE COLLEGES, WITH FOUR COMMON EMPHASES--FUNDAMENTALS, PUBLIC SERVICES, TECHNICAL PROCESSES, AND REFERENCE. ASSOCIATE DEGREE PROGRAMS IN LIBRARY TECHNOLOGY WERE OFTEN CLOSELY RELATED TO CERTAIN BUSINESS EDUCATION PROGRAMS. PROGRAM AND COURSE DESCRIPTIONS INDICATED (1) SOME CONFUSION IN SCOPE AND IN RALATIONSHIP BETWEEN PROFESSIONAL AND TECHNICAL PROGRAMS, (2) LACK OF NEEDED SCREENING OF STUDENTS, (3). INADEQUACY OF LABORATORY PRACTICE, (4) LACK OF TEACHER TIME, (5) NEED FOR STATE SUPERVISION AND COORDINATION, AND (6) A NEED FOR LOCAL ADVISORY COMMITTEES. AN APPENDED STATEMENT FROM LIBRARY EDUCATION DIVISION OF THE AMERICAN LIBRARY ASSOCIATION OPPOSES THE ESTABLISHMENT OF LIBRARY TECHNICIAN PROGRAMS IN JUNIOR COLLEGES. (WO)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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LIBRARY TECHNICIAN PROGRAMS

IN JUNIOR COLLEGES

UNIVERSITY OF CALIF.
LOS ANGELES

MAY 24 1968

CLEARINGHOUSE FOR JUNIOR COLLEGE INFORMATION

MRS. ELMA L. CLARK YOUNG
STATE CHAIRMAN

California Association of School Librarians

JC 680234

SIERRA COLLEGE LIBRARY
LIBRARY TECHNICIAN PROGRAM IN JUNIOR COLLEGES:
COURSES OFFERED IN 1966-67 CATALOGS
20 January 1967

This survey was started in the spring of 1966 and revised in November and December. Every California public junior college catalog was checked for library courses and for recommended patterns for either professional or technical library programs. All are as given in the 1966-67 catalogs except for Gavilan 1965-67. Several schools having such a program in earlier catalogs have omitted it in 1966-67, but new ones have been added this year, with apparently half a dozen under consideration for 1967-68. Due to the widespread interest in what other schools provide, it was decided to share this information and the following basic data are presented for your own re-interpretation and guidance.

SUMMARY OF FINDINGS:

A. Common factors:

1. The most common curriculum consists of 12 semester units for the program. (Only Chabot is on the quarter system, with 18 units.)

2. Method of teaching seems to be a combination of lecture-laboratory, respective emphasis varying within this pattern for specific courses and at different schools.

3. Sequential enrollment is required in approximately half the schools, but with the phrase, "Or with the permission of the instructor", allowing variation in the order of coverage. It would appear that the internal organization of the courses themselves determines whether or not candidates may enter the program at any stage, with or without prerequisites.

4. A great variety of content and organization is observable, but common course emphases are: Fundamentals, or Introduction; Public Services; Technical Processes (sometimes separated into Cataloging, Ordering); Reference. There is a wide fringe of specialty courses in addition, apparently based upon local hiring opportunities.

5. Where a complete curriculum is provided with a pattern for graduation with an AA Degree in Library Technology, it appears that there is a closer inter-tie with the Secretarial program in Business. This provides a dual job opportunity for the candidate in other areas without much library clerical demand.

B. Dissimilar factors:

1. Designation for department shows greater diversity than the offerings provided. Library Science is used by 16 schools (including 7 of the full curricular coverage); Library Technology (Technician, Techniques) 6 schools; Library Services 3; and one each for several variations such as Library Aide at Santa Barbara, Library Education at Contra Costa, and others, even to just plain Library.

2. Specific work experience credit is granted by only 6 schools, but others indicate they plan to add this phase once the program is launched in its basics.

3. Children's Literature is offered by Fullerton, Rio Hondo, Santa Ana, and Contra Costa.

4. Los Angeles Trade Tech offers Communications Media (display, public relations, etc.) and also Bookbinding and Repair. Chabot will offer Audio Visual Processes next year. Redwoods has a class offered in "Special Problems" to meet local needs of its community.

5. Porterville offers a two-semester, 2-unit course in Librarianship but listed under the English Department as English 53 A-B-C-D. Modesto has a library usage course of one unit, Using the Library, offered by the Social Science Department. All others are under Library auspices.

6. There are a few schools which offer a sequential curriculum leading to the Associate of Arts Degree and Certificate of Proficiency in Library Technology (Redwoods and San Francisco City) whereas Los Angeles Trade Tech lists it as Associate in Arts Degree in Library Assistant. Several spell out the program as providing the "AA Degree and employment." The remainder either say nothing or that completion leads to clerical employment in public, school, or large special libraries.

Potential hazards or tendencies:

1. Purpose: Just what is the stated objective of the program on the part of the school? Too many candidates want a course in "How to organize a library in six easy lessons." Too many school administrators and library boards seem to be unable to distinguish between GRADUATE PROFESSIONAL courses in established library schools, and CLERICAL OR TECHNICAL COURSES at lower division junior college level. Failure to distinguish will cause utter chaos for the entire effort. (See appended statements from ALA, Library Education Department.)

2. Correlary to this distinction of purpose, is a differentiation in content and method of presentation between professional and clerical emphasis. In no case should the Library Technician course be a watered down professional offering, whatever the title. Too frequently it appears that stress is on lecture methodology, talk-about, show technique, rather than doing. Inadequacy or absence of apprenticeship techniques in presentation and organization seems likely to be prevalent.

3. Ambiguity of catalog description. It would appear that in some cases more is promised than can be provided, and there is a great vagueness about just what is covered. If individual counselling is available, this is less of a hazard.

4. From the catalogs, it would appear that screening of enrollees is not provided: vocational-interest tests; clerical skills aptitude; personal characteristics such as age, psychological discrepancies, etc. Perhaps this is done by inference, but in the interests of on-going success of the enrollees on the job, someone should have this responsibility somewhere early in the student's career. Not every adult is a likely candidate for success as a library technician, and this fact should be established early.

5. Staff time to adequately teach. The tendency is to "absorb" these extra responsibilities and time consumed, whether in Extended Day following regular library day with extra pay, or as part of the regular schedule, thus neglecting regular library duties. There is great difficulty in obtaining qualified outside instructors, especially so in the non-metropolitan areas, whether they take full responsibility for the course, or are invited in as specialized lecturers, or consultants. Metropolitan schools find increasing pressure to provide multiple sections to accommodate applicants and to make frequent repetitions of courses, with at least two being concurrently offered each semester. Several schools find summer school coverage required. In order to shorten the completion date, there is the problem of permitting enrollment in two separate courses, with or without curricular sequence, and the added instruction time required to cover everything concurrently.

6. Apparent lack of state supervision. Naturally the proposed curriculum must be locally approved and presented to the District Board, and then by the State Department of Education prior to actual installation. Being a terminal vocational course in most schools, the State Junior College Bureau of Vocational-Technical Education has logical supervision, but the growth has mushroomed so rapidly and they do not have a library consultant at that level.

7. Community ties cannot be stressed too much. A local advisory committee should be established as soon as plans are started by the District. They can explore potential employment potentials, suggest emphases applicable to the area, and prevent "hiring hall" exploitation, as well as being a sounding board for continuous evaluation and assistance in obtaining instructors.

8. District financing: strictly local support versus partial underwriting by outside funds for faculty and clerical time, physical facility, audio-visual equipment, syllabus preparation, duplicate copies of books, etc. Any District contemplating financial assistance in establishing a Library Technician Project should consult with Mr. Leland P. Baldwin, Chief, Bureau of J.C. Vocational-Technical Education, California State Department of Education, 721 Capital Mall, Sacramento, 95814. Projects are submitted to the various regional coordinators of this Bureau on forms secured from Mr. Baldwin's office.

   Appended is a summary of additional financial assistance for approved Library Technician projects, from either/or federal and state sources. The Coordinator will assist preparation of such requests.

9. Lack of literature on junior college curricula in library technology. A basic bibliography is needed from LIBRARY LITERATURE, and from EDUCATION INDEX, as well as pursual of materials from ALA, Library Education Division and from their NEWSLETTER. This is becoming of national significance and much scattered information should be available, however alike or different the California situation. This should be a state project in general supervision of this growing phase of technical education.

10. As a last contribution I am quoting divergent opinions regarding lower division programs in junior colleges as seen by members of the Library Education Division of ALA, a section to which many junior college librarians do not belong. Mrs. Virginia Borges of Napa provided copies in connection with her own study for inauguration of the Library Technician program there next year. They follow the catalog excerpts.

ELMA L. CLARK YOUNG, Chairman
Junior College Section
California Association of School Librarians

Direct quotations from the junior college catalogs now follow in this sequence:

Course descriptions for those offering 6 or more units
Course descriptions for those offering fewer than 6 units (largely library usage)
Curricular patterns recommended for professional and technician programs.

CERRITOS

LIBRARY SCIENCE DIVISION

1.1 Library Fundamentals - 3 units
Class hours: 2 lecture, 3 laboratory
Prerequisite: None
An introductory library course designed to acquaint students, future teachers, and prospective library clerks with the various resources and practices of the library.

1.2 Library Fundamentals - 3 units
Class hours: 2 lecture, 3 laboratory
Prerequisite: Library Science 1.1
Reference books, their evaluation and use; periodicals; history of libraries; book selection; bibliography.

2.1 Library Procedures - 3 units
Class hours: 2 lecture, 3 laboratory
Prerequisite: Library Science 1.2
Includes study and practice in ordering and receiving library materials, preparing analytics, filing cards and other records of all types of materials, using selection and ordering tools, preparing bibliographies, arranging card catalogs, handling circulation and inventory problems, making displays, and mastering other clerical techniques used by librarians and library clerks. Students will be assigned three periods each week for clerical practice in the college library.

2.2 Advanced Library Clerical Procedures - 3 units
Class hours: 2 lecture, 3 laboratory
Prerequisite: Library Science 2.1
Includes study of basic reference sources and indices, book selection problems and procedures, problems and procedures in circulation and return of library holdings, shelving and storage of special materials, audio-visual library materials, educational material centers, technical and other special libraries and their functions, and library equipment.

CHABOT

LIBRARY TECHNOLOGY

50 Introduction to Library Practices - 3 units A
Survey of various types of libraries, their functions, services and organizations; introduction to library terminology, basic library tools, classification and filing systems; survey of opportunities in the field of library work. 3 hours.

60 Library Technical Processes - 3 units W
Library practices connected with the ordering, receipt, preparation, organization and care of library materials. Prerequisite: Library 50. 3 hours.

61 Library Public Service Processes - 3 units S
Public relations; processes of circulation, including shelving and filing. Use of basic bibliographies and reference works. Prerequisite: Library 50. 3 hours.

CHABOT

LIBRARY TECHNOLOGY

FRESHMAN YEAR	Units A	W	S
Library 50 (Introduction to Library Practices)	3		
Library 60 (Library Technical Processes)		3	
Library 61 (Library Public Service Processes)			3
Business 52 (Business Communications)			3
Business 71 (Intermediate Typing)		2	
Business 73 (Machine Calculation)			3
**English	3	3	3
**Natural Science		4	
**Social Science	4		
*Health 1	3		
Electives	2	3	3
*Physical Education 1	½	½	½
	15½	15½	15½

SOPHOMORE YEAR	Units A	W	S
***Library 62 (Audio Visual Processes)			3
***Library 63 (Basic Cataloging)	3		
***Library 90 (Work Experience)		2	
Business 74 (Office Practice)	3		
Option		3	
*American Institutions	3	3	3
**Humanities		4	
Electives	6	3	9
*Physical Education 1	½	½	½
	15½	15½	15½

COURSES IN THE MAJOR MUST BE TAKEN IN SEQUENCE

*State Requirement
**District Requirement
***Not offered for 1966-67 school year

The graduation requirement for mathematics must also be met

Chabot College (A.A.Degree)

CUESTA

LIBRARY SCIENCE

1A Library Science (3)
1B Five hours per week: (1 hour lecture, 4 hours
1C laboratory)
1D Presents a study of the philosophy, tools, and techniques of library routines. May be taken four semesters for credit.

FULLERTON

DIVISION OF LIBRARY SERVICES

53 Introduction to Library Service (3) I and II
Three hours lecture per week. An introduction to the history of libraries, books and printing; basic library tools, indexes, subject bibliographies and filing systems; book classification systems; arrangement and uses of the card catalog; survey of various types of libraries and services, and presentation of opportunities in the field of library work.

55 Ordering and Cataloging (3) II
Prerequisite: 53 Intro. to Library Service with a grade of "C" or better.
Two hours lecture and three hours laboratory per week. A practical survey of the clerical tasks connected with ordering and cataloging books; practice in the use of ordering tools; routines in ordering printed catalog cards; use of publishers' catalogs and Wilson bibliographies; the use of forms and records; filing rules.

57 Circulation Procedures (3) I
Prerequisite: 53 Intro. to Library Service with a grade of "C" or better.
Two hours lecture and three hours laboratory per week. Practice in all problems connected with the loaning of books, their return, care; contacts with borrowers, and related library services.

59 Library Work Experience (3 or 4) II
Prerequisite: 55 Ordering and Cataloging and 57 Circulation Procedures with grades of "C" or better; 60 Children's Programs only if work experience is desired in children's library.
One hour lecture per week and ten hours supervised employment per week in an approved library for two units of credit (or fifteen hours work experience for three units of credit). Advanced work in bibliography, care of permanent loose materials, ephemeral materials, and special collections.

60 Children's Programs (2) I
Prerequisite: 53 Intro. to Library Service
Two hours lecture per week. An evaluation of books for children, with special attention to reading guidance in school and public libraries, and the planning of children's programs.

GAVILAN
1965-67

LIBRARY TECHNICIAN

Library Technician 61 - Library Procedures - 2 units, 1 hour lecture, 2 hours laboratory. Fall.
Library facilities and procedures for the library technician.
Prerequistes: By arrangement with librarian.

Library Technician 62 - Library Clerical Duties - 2 units, 1 hour lecture, 2 hours laboratory. Spring.
Proficiency in the clerical duties involved in library procedures.
Prerequisites: Typing proficiency.

Library Technician 63 - Cataloging and Classification - 2 units, 1 hour lecture, 2 hours laboratory. Fall.
Survey of methods and principles of organizing library collections.
Prerequisites: Library Procedures; library clerical duties, typing proficiency.

Library Technician 64 - Library Reference - 2 units, 1 hour lecture, 2 hours laboratory. Spring.
Basic reference materials and trade bibliography. Lecture, discussions, and reports on assigned problems.
Prerequisites: Course in basic cataloging.

LOS ANGELES TRADE TECH

LIBRARY SCIENCE

1* Library Services (2)
The course familiarizes students with library ethics, types of library services, and libraries. It offers an orientation to all types of library work and includes field trips.

2* Library Resources (2)
Students are instructed how to obtain information from the library through the use of card catalog, indexes, reference books, and other library materials.

3* Ordering Procedures (2)
The technical procedures of ordering and processing books and other library materials are taught. Training includes making out order cards, preparing orders for agents, receiving books, preparing pamphlets, clippings, and related materials for circulation.

4* Circulation Procedures (2)
This course includes instruction in circulation and other public services; instruction in handling circulation desk, registering borrowers, sending overdue notices, answering simple location questions, and keeping circulation statistics.

5* Cataloging Techniques (2)
Instruction includes typing catalog cards from master copy, cataloging simple fiction, checking shelf lists; assigning Cutter number, making cards for pamphlets, and ordering Library of Congress cards.

*Courses marked with an asterisk carry one unit of credit for each 18 hours completed; others not so designated are evaluated on the basis of 60 hours being equivalent to 1 unit.

6* Communication Media (3)
Instruction is given in newspaper stories, the use of book displays, public relations with clubs and organizations, and radio and television announcements as a means of reaching the public. The course also imparts knowledge of color and background and teaches speed lettering for charts, posters and presentations.

LOS ANGELES TRADE TECH

7* Book Binding and Book Repair (3)
Instruction is offered in the binding and repair of books, pamphlets and magazines in accordance with library standards. Students are also taught background material on the history of printing and bookbinding.

MERCED

LIBRARY SCIENCE

1AB Introductory Librarianship (3 units; 5 hours - 2 hours lecture, 3 hours of laboratory by arrangement)
Prerequisites: Consent of Librarian
Introduction to principles of library science and library procedures. Practical participation in library duties under the supervision of the Librarian and library staff. Experience in cataloging and classification. Designed primarily for vocational students interested in library assistance, or for practical application of library science for those interested in a library science major.

2AB Advanced Librarianship (3 units; 5 hours - 2 hours lecture, 3 hours of laboratory by arrangement)
Prerequisites: Library Science 1A-B or consent of Librarian
Further studies in library science, including some lectures by the Librarian and library staff. Periodical indexes, basic reference works, bibliography, card catalog, audio-visual services.

MOUNT SAN ANTONIO

LIBRARY SCIENCE

54A Introduction to Library Science (3) Semester Fall
Three hours lecture
Prerequisites: Pass English Placement Test and Arithmetic Fundamentals Pre-Test
For students wishing to develop proficiency in the use of the college library and also designed for library clerks. Includes description of classification systems, use of card catalog, basic library indices, bibliographic techniques, histories of libraries, books and printing.

54B Introduction to Library Science (3) Semester Spring
Two hours lecture
Three hours laboratory
Prerequisites: Successful completion of 54A and typing proficiency
Introduction to library clerical techniques. Includes circulation systems and acquisition procedures, filing, business and library ethics, shelving and shelf reading, preparation of periodicals for binding, and simple book mending.

55A Advanced Library Clerical Techniques (3) Semester Fall
Two hours lecture
Three hours laboratory
Prerequisites: Library Science 54AB
Clerical techniques in book ordering, book preparation and elementary cataloging.

MOUNT SAN ANTONIO

55B Advanced Library Clerical Techniques (3) Semester Spring
Two hours lecture
Three hours laboratory
Prerequisite: Successful completion of 55A
On the job techniques including use of staff manuals, job analyses and time and motion studies as they relate to specific library areas.

ORANGE COAST

LIBRARY SERVICE

51 Introduction to Library Science (Fall; Spring) (3)
An introduction to the history of libraries, books and printing. Survey of basic acquisition bibliographies, filing systems and circulation procedures. Explanation of the Dewey Decimal System of Classification and arrangement and uses of the card catalog. Survey of various types of libraries and services; presentation of opportunities in the field of library work. Three hours lecture per week.

52 Library Technical Process (Spring) (3)
An introduction to library practices connected with the receipt, preparation, organization and care of books and non-book materials for use in libraries. Two hours lecture and three hours laboratory per week. Prerequisite: Library Service 51.

53 Bibliographic and Information Services (Fall) (3)
Importance of public services will be stressed; practices connected with the loaning of books, their return, care and shelving. Practice in the use of basic bibliographies necessary to informational services will be given. Introduction to children's services. Two hours lecture and three hours laboratory per week. Prerequisite: Library Service 52.

54 Cataloging and Classification (Spring) (3)
An introduction to the fundamentals of cataloging and classification, particularly as they apply to the smaller library, with practical experience in the application of the skills learned. Two hours lecture and three hours laboratory per week. Prerequisite: Library Service 53.

PASADENA

LIBRARY SERVICE

101 Library Fundamentals 3 units, 3 hours
For all students wishing to develop proficiency in use of libraries. Library organization, tools, techniques and terminology. Classification systems; use of card catalog, basic reference books.

102 Library Services 3 units, 5 hours (lecture 2 hours, laboratory 3 hours to be arranged). May be taken concurrently with Library 103.
Prerequisite: Library 101 with minimum grade of C.
Qualifications for library clerks; ethics and philosophy. Circulation systems; registration of borrowers, overdue book routines; shelving and shelf reading; book repair; bindery preparation; audio-visual equipment operation and maintenance. Field trips to bindery, audio-visual center, and selected libraries.

PASADENA

103 Ordering Processes. 3 units, 5 hours (lecture 2 hours, laboratory 3 hours to be arranged). Fall Semester. May be taken concurrently with 102.
Prerequisite: Library 101 with minimum grade of C.
Acquisition procedures; book preparation; pamphlet processing; handling of state textbooks; preparation of displays and exhibits.

104 Cataloging Techniques. 3 units, 5 hours (lecture 2 hours, laboratory 3 hours to be arranged). Spring Semester.
Prerequisites: Library 102 and 103
Typing catalog cards from master copy; cataloging simple fiction; preparing analytics; shelf-listing; assigning author numbers; ordering printed cards. Filing rules; indexing of documents and technical reports; supervision of subordinates.

105 Library Field Practice. 2 units, 6 hours to be arranged.
Prerequisite: Enrollment in or completion of Library 104.
Supervised work experience in selected libraries.

REDWOODS

DIVISION OF LIBRARY SERVICES - LIBRARY TECHNOLOGY

50A Library Orientation 1 unit
3 hours lecture - laboratory weekly
First or Second nine weeks of each semester
Prerequisite: None
Introduction to use of the library, card catalog, indexes, basic reference books.

50B Library Skills 2 units
3 hours lecture - laboratory weekly
Prerequisite: Library Technology 50A (may be taken concurrently)
Extended use of common reference tools. Preparation for courses requiring simple library skills.

51 Introduction to Libraries and Library Materials 3 units
3 hours lecture and section weekly
Prerequisite: English 21 or Library Technology 50A-50B (may be taken concurrently), and qualify for English 50
An introduction to libraries and their function, types and organizations; basic library tools, including advanced use of catalogs, indexes, and reference works; basic circulation procedures.

52 Library Services 3 units
2 hours lecture, four hours laboratory weekly
Prerequisite: Library Technology 51 with grade of "C" or better; Business 51B (may be taken concurrently).
Introduction to library services; advanced circulation procedures, including special collection, reserves, audio-visual materials, periodicals; development of clerical skills, filing, shelving and shelf-reading; care and processing of books, pamphlets, and periodicals.

REDWOODS

53A-53B **Advanced Library Practice** 3-3 units
2 hours lecture and a minimum of 6 hours of supervised work experience in a college or community library weekly.
Prerequisite: Library Technology 52 with grade of "C" or better.
A comprehensive course in library services; ordering, acquisition, processing of library materials, handling of audio-visual materials; use of library and audio-visual equipment and machines; mending and repair.

54 **Special Problems in Library Services** 1-4 units
By arrangement
Prerequisite: Permission of Chairman of Division of Library Services.
Work on special problems by exceptionally capable students with special needs. Frequent conferences with the instructor to evaluate student's work.

RIO HONDO

LIBRARY SCIENCE (Humanities Department)

1 **Library Science** (3) Fall
This course is for students interested in employments in an industrial, school, government, or public library. Philosophy, procedures, tools and techniques of library routine are emphasized. Practical training is offered in the college library.
Two hours of lecture and three hours of laboratory work per week.

2 **Library Science** (3) Spring
Prerequisite: Library Science 1 and typing speed of 30 words per minute or consent of instructor.
Elementary cataloging; reference tools, with emphasis on encyclopedias, indexes, dictionaries, and biography. Practical training in a school library.
Two hours of lecture and three hours of laboratory per week.

3 **Library Science** (3) Fall
Prerequisite: Library Science 2 and typing speed of 45 words per minute or consent of instructor.
Reference tools with emphasis on social science, history, geography, art, literature, and music. Practical training in a public library.
Two hours of lecture and three hours of laboratory per week.

4 **Library Science** (3) Spring
Prerequisite: Library Science 3 or consent of instructor
Bibliography, reference tools, with emphasis on religion and mythology, and philosophy, psychology, science, business, medicine, sports and applied arts. Practical training in a library.
Two hours of lecture and three hours of laboratory per week.

5 **Children's Programs** (2) Spring
Prerequisite: Library Science 1
Children's programs in school and public libraries, story telling techniques, and the background of children's authors and illustrators.

6 **Elementary Cataloging** (2) Spring
Prerequisites: Library Science 1 and typing speed of 30 w.p.m.
A study of the Dewey Decimal and Library of Congress classification systems, the techniques of cataloging using printed catalog cards, original cataloging in Dewey Decimal system of fiction and elementary non-fiction materials, and classification of pamphlets and audio-visual materials.

LIBRARY TECHNOLOGY

51 Introduction to Libraries and Library Materials (3) each semester
Three lectures
An introduction to libraries and their use: their types, functions, and organization; basic library tools, including catalogues, indexes, and reference works.

55 Library Technical Processes (3) each semester
Two lectures and four hours of laboratory work
Prerequisites: Library Technology 51 with a final grade of C or higher; Business 80 or equivalent.
Introduction to library service: simple cataloguing; classification; subject-heading work; circulation procedures; arrangement of books; shelving and shelf reading; care and processing of books, pamphlets, and periodicals.

61A-61B Advanced Library Practice (3-3) year
Two lectures and a minimum of six hours of supervised work experience.
Prerequisite: Library Technology 55 with a final grade of C or higher.
A comprehensive course in library services: ordering and acquisition of books, classification and cataloguing of books and other materials, handling of audio-visual materials, use of library equipment and machines, mending and binding, and related library activities.

Graduates of the Curriculum in Library Technology are qualified for employment as library technicians--persons employed in public and special libraries to perform duties requiring a combination of the skills of the clerical worker and certain of the technical skills of the librarian.

Admission - Enrollment is open to all interested students.

Course of Study - The two-year course of study includes instruction in principal phases of library work, including the following: circulation procedures; magazine handling; library filing; arrangement of books; shelving and shelf reading; processing of books, pamphlets, serials, and other materials; book ordering and acquisition; classification and cataloguing; use of audio-visual materials; and use of library equipment and machines.

Advanced Library Practice, a course included in the last two semesters, gives students practical experience in the operation of the College library and public and special libraries off campus.

Instruction in general education is given through courses in the following: American institutions, United States history, and State and local government; personal health; humanities; life science; physical science; and applied psychology.

The Curriculum was developed by the College in co-operation with members of the professional staffs of the University of California Graduate School of Librarianship at Berkeley, San Francisco Public Library, Special Libraries Association of California, Department of Texts and Libraries of the San Francisco public schools, Bureau of Audio-Visual and School Library Education of the California State Department of Education.

The Faculty - The faculty consists of members of the regular College staff, including professional librarians, and visiting librarians from public and special libraries.

SAN FRANCISCO CITY

Associate in Arts Degree and Certificate of Proficiency - The course of study is designed so that students may satisfy the requirements for graduation from the College. Students satisfying these requirements and completing the Curriculum with an average final grade of C or higher receive an achievement award, the Certificate of Proficiency in Library Technology. The Department of Library Technology recommends for employment all students who receive this award and, in conjunction with the College placement service, makes a special effort to find positions for them in public and special libraries.

Courses Required for the Certificate of Proficiency in Library Technology

Suggested Sequence

First Semester	Units
Business 61	2
Business 80	2
Communication G5A or English 1A	3
Humanities 41A or 51A	3
Library Technology 51	3
Physical education	½
Personal health	2
	15½

Second Semester	Units
Communication G5B or English 1B	3
Humanities 41B or 51B	3
Life Science G11 or Zoology 10	4 or 3
Library Technology 55	3
Physical education	½
Electives	2 or 3
	15½

Third Semester	Units
Business 83	3
Library Technology 61A	3
Physical education	½
Physical Science G11 or Physics 10	4 or 3
Electives	6
	16½ or 15½

Fourth Semester	Units
Library Technology 61B	3
Physical education	½
Political Science 36 or 56	3
Psychology G6	3
Electives	6
	15½

SANTA ANA

LIBRARY SCIENCE

Library Science 50 - Introduction to Library Service 3 units

Class hours: 3 lecture.
Prerequisite: None
Introduction to the field of library work, with emphasis on the use of library resources and opportunities in the field. Lectures, reports, discussions, problems on the history of libraries, books and printing; basic library tools; filing systems; classification systems; arrangement and uses of the card catalog; survey of types of libraries and services.

Library Science 51 - Technical Services 3 units

Class hours: 2 lecture, 3 laboratory
Prerequisite: Library Science 50
Survey of the clerical duties connected with ordering and cataloging books; practice in the use of ordering tools; routines in ordering printed catalog cards; use of publishers' catalogs and Wilson bibliographies; the use of forms and records; filing rules.

SANTA ANA

Library Science 52 - Circulation Procedures 3 units
Class hours: 2 lecture, 3 laboratory
Prerequisite: Library Science 51 or permission of the instructor.
Library practices connected with the loaning of books, their return and care; contacts with borrowers; and related library services.

Library Science 53 - Library Internship 3 or 4 units
Class hours: 1 lecture, 10 to 15 work experience
Prerequisite: Library Science 52. To be taken in the last semester of the A. A. degree work.
Seminar type study with special attention to advanced work in bibliography, care of materials. Development of extended skills in specific areas of interest and aptitudes, with practice and supervision in a variety of libraries.

Library Science 54 - Children's Library Service 2 units
Class hours: 2 lecture
Prerequisite: None
Books for children, the philosophy of selection for children, introduction to classical literature, authors and illustrators; planning and administration of reading programs and story hours.

Library Science 55 - Bibliography and Reference Materials 3 units
Class hours: 3 lecture
Prerequisite: None
Reference books, their evaluation and use; bibliography.

SANTA BARBARA

LIBRARY AIDE

1 Library Services and Resources (3) F
Organization: Three hours weekly.
Principle fields of library service. Use of card catalog, indexers, references and materials. Organization of library collections of various types.

2 Technical Processes (3) S
Prerequisite: Library 1
Organization: Three hours weekly.
Sub-professional library techniques. Evaluating, selection and preparation of materials for circulation. Filing and records.

3 Cataloging and Classification (3) F
Prerequisite: Library 2
Organization: Three hours weekly.
Descriptive and subject cataloging, subject heading lists, Dewey Decimal and Library of Congress classification systems, cataloging codes, assigning subject headings.

4 Reference Procedures (3) S
Prerequisite: Library 3
Organization: Three hours weekly.
Introduction to general reference literature. Introduction to literature and bibliography in various subject fields, including science and technology, social sciences, humanities and fine arts. Basic procedures in meeting reference problems. Study of national and trade bibliography.

SIERRA

LIBRARY SCIENCE

51 General Reference (3) (Night division only)
Prerequisite: None
Class Hours: 3 lecture
For students wishing to develop proficiency in the use of the college library and also designed for library technicians. Includes description of classification systems, use of card catalogs, basic library indices and other reference tools, bibliographic techniques, histories of libraries, books and printing.

52 Introduction to Library Clerical Techniques (3) 2nd (Night division only)
Prerequisite: L.S.51 with grade of C
Class Hours: 2 lecture, 3 laboratory
Includes circulation systems and acquisition procedures, filing, business and library ethics, shelving and shelf reading, preparation for binding, and simple book mending.

53 Advanced Library Clerical Techniques (3) 1st
Prerequisite: L.S.52 with grade of C
Class Hours: 2 lecture, 3 laboratory
Clerical techniques in book ordering, book preparation and elementary cataloging.

54 Advanced Library Clerical Techniques (3) 2nd
Prerequisite: L.S.53 with grade of C
Class Hours: 2 lecture, 10 (minimum) paid work experience.
Special techniques in bibliographic research and library publicity. On the job work experience must reflect the practical application of the total course work in the major.

VENTURA

Engl 12A-12B-12C-12D-12E-12F - Library Routines 1-1-1-1-1-1 unit
Prerequisite: None
3 hours laboratory weekly
Supervised laboratory in library procedures, including arrangement of publications on shelves and location of information through the card catalog and other indexes.

CURRICULA OFFERING FEWER THAN SIX UNITS

Basically these are library usage survey courses with one or two unit coverage, under the category of Library Science, repeated both semesters and elective. Modesto offers this under the Social Science Department and Porterville under English but taught by the Librarian and may be repeated for four semesters, apparently in apprenticeship pattern. They seem to be considered general education and are not especially applicable to the Library Technician program, however individually contributive to the enrollee. Contra Costa is the exception, offering three courses in sequential pattern for 1, 2, and 1 unit respectively (including Children's Literature). These credit courses are more comprehensive than the usual library orientation given new students, with or without credit, and are truly general education.

ANTELOPE VALLEY
1965-67

LIBRARY

Library Science 41 - Introduction to Library Science. 2 units, 3 hours
Prerequisite: Satisfactory score on placement test or permission of the instructor.
An introduction to library operation. Includes the study of cataloging, filing, shelving, ordering, and other selected library procedures.

CITRUS

LIBRARY SCIENCE

1 Library Science (3)
This course is for students interested in employment in an industrial, school, government or public library. Philosophy, procedures, tools, techniques of library routine are emphasized. Typing catalog cards, bibliographies, book orders for teachers, correspondence, and other library records represent practical training. Course may be taken for four semesters. Five hours per week.

CONTRA COSTA

LIBRARY EDUCATION

101 Library Resources, Their Organization and Use - 1 unit
Lectures and discussions in class, and assignments in the library, designed to familiarize the student with essential materials and arrangements in the library and to provide him with the basic skills necessary for the profitable use of any library.

120 Introduction to Library Science - 2 units
Public library methods, procedures, and organization as they concern the person who is employed as a library assistant. For the person who is currently employed in public libraries as well as the person who is planning on library employment.

122 Children's Literature and Library Work With Children - 1 unit
An introduction to the philosophy and techniques of work with children in public libraries, and an introduction to literature for children.

FRESNO

LIBRARY SCIENCE

31A- Library Science - 2-2 units, 5 hours laboratory, I and II
31B Prerequisite: None, although typing ability is useful.
Personal instruction is given by the head librarian. Both 13th and 14th year students may enroll in this course by arrangement with the instructor.
An elective course to acquaint the general students and those wishing training as library clerks, with library arrangement and procedures. It also serves as an orientation course for future professional librarians. Procedures are learned through practice in filing and checking books, the catalog, the Dewey Decimal system, typing cards, and the important reference books.

LANEY

LIBRARY TECHNIQUES

10 Library Techniques - 1 unit
2 hours lecture-laboratory
Use of library tools to locate information; description of these tools and practical experience in their use; card catalog, classification systems; indexes to periodicals; dictionaries and encyclopedias; bibliographies; government documents; and annuals.

LONG BEACH

LIBRARY SCIENCE

1 Use of Books and Libraries - (1) Semester
One hour lecture
Instruction in use of indexes, guides, bibliographies, and other reference materials. Special problems in their use will acquaint students with these essential tools. The preparation of a bibliography in student's chosen field will constitute most important problem of course.

MERRITT
1965-66

LIBRARY TECHNIQUES

10 Library Techniques - (1) F and S
2 hours lecture-laboratory
Prerequisite: Eligibility for English 1A
Recommended for transfer students
Use of library tools to locate information; description of these tools and practical experience in their use; card catalog; classification systems, indexes to periodicals; dictionaries and encyclopedias; bibliographies; government documents; and annuals.

MODESTO

SOCIAL SCIENCE

33 Using the Library - 1 unit
For those who want to know more about how to use books and libraries.
Lecture: 1 hour.

PALOMAR

LIBRARY SCIENCE

1 Use of Books and Libraries - (2)
Two hours lecture
Instruction in the use of indexes, guides, bibliographies and other reference material to familiarize the student with the use of books and libraries and to acquaint him with modern library methods.

2A- Library Routines - (1-1)
2B Three hours laboratory
Supervised instruction in library routines of mechanical preparation, shelving and circulation. 2A is a prerequisite to 2B.

PORTERVILLE

ENGLISH 53A-B-C-D

Librarianship - (2) I, II
Lecture 1 hour; Laboratory 4 hours
Prerequisite: Consent of Librarian
An elective course to acquaint the general student as well as the future professional librarian with library arrangement and procedures. Under the personal supervision of the professional staff, the student learns the function and services of the library and the techniques necessary for efficient library operation. (13)

SAN DIEGO

LIBRARY SCIENCE

10 Introduction to Library Use
1 hour lecture, 2 units
2 hours laboratory by arrangement
Designed to acquaint the college student with those resources of the library which will assist him in completing class assignments more rapidly and effectively. The decimal classification system, the card catalog, periodical indexes, important reference books, and preparation of selected bibliographies will be covered.
Students who plan to continue work towards a degree will find this course extremely valuable. (SDSC: Library Science 1.)

SAN MATEO

LIBRARY

1a Introduction to Library Materials - (2) Fall or Spring
Two hours per week
Prerequisite: Eligibility for English 1a
A brief history of books and libraries. Ease and skill in using library materials is developed by study and practice with individual research and bibliographic problems. Students are taught to use the card catalog, periodical and subject indexes, dictionaries, encyclopedias and other general and specialized reference books.

SANTA ROSA
1965-67

LIBRARY SCIENCE

21 Library Science - 1 unit
1 hour weekly
Prerequisite: None
Use of the library: classification systems, card catalog, periodical indexes, bibliographies, encyclopedias, dictionaries, and other reference books.

SEQUOIAS

LIBRARY SCIENCE

Library Science 50a-50b-50c-50d - (1-1-1-1) I, II
A course of training in the use of books and libraries for students who wish to learn how to use libraries with greater efficiency, and for those who are interested in librarianship as a vocation. Two or four practice periods per week.

SISKIYOUS

LIBRARY SCIENCE

1A-B Librarianship - (1-2) I, II
Three or five laboratory hours each week, one hour lecture.
Prerequisite: Consent of instructor
Participation in operating the library. Practice in filing and in charging and shelving books. Vocational exposure to librarianship as a profession.

2A-B Adv. Librarianship - (1-2) I, II
Three or five lecture-laboratory hours per week.
Prerequisite: Lib. 1B
A study of periodical indexes and basic reference works. Advanced work in filing, card catalog, and bibliography. Student becomes acquainted with cataloging and classification.

CURRICULAR PATTERNS RECOMMENDED FOR PROFESSIONAL AND TECHNICIAN LEVEL LIBRARIANSHIP

Despite the great variety, these have been included for what they are worth in guiding students for graduate work in librarianship and for the Associate in Arts in Library Technology at junior college level. They should be used in conjunction with the more complete curricula for Library Technician, especially for the particular school quoted for both. It is advisable to go directly to the catalogs of the library schools for the professional candidates.

BAKERSFIELD
1965-67

LIBRARIANSHIP
(College of Letters and Science)

To be admitted to the School of Librarianship, the student must have obtained a degree from a four-year college or university. A specific major is not required. However, if the student is interested in specialized libraries such as science or music, a background knowledge in these areas would be helpful. A general education is a sound basis for librarianship. Students with personal choices for an undergraduate major are advised to follow the program of studies outlined for that major. Other students may follow the program of general studies outlined in the current catalogue of the college of their choice. A year each of German and French or their equivalent is recommended for students planning to enter librarianship. Some skill in the use of the typewriter is desirable. For entrance requirements to specific library schools students should consult that school's graduate catalogue.

CABRILLO

Major Program: LIBRARIANSHIP

Physical Education	2	Orientation 51	1/2
English 1AB, Comp.	6	Psych. 1AB, General	6
Foreign Language	12	Hist. 17 AB, U.S. Hist.	6
Soc. 1AB, Man and Soc.	6	English 46A, Survey Eng. Lit.	6
Science Elective	9	HPER. 10, Health Educ.	2
Pol. Sci. 1, Intro. to Govt.	3	Phil. Elective	3

Select courses to total 60 units

CERRITOS

LIBRARY ASSISTANT
Major Program: BUSINESS - LIBRARY ASSISTANT
Curriculum leading to: A. A. Degree in the Junior College

Freshman Year		1st Sem.	2d Sem.
PE	Activity	1/2	1/2
Bus 46.1, 46.2	Business Communications	3	3
Hist. 27	American History and Constitution		3
Libr. 1.1, 1.2	Fundamentals	3	3
Bus 80	Fundamentals of Data Processing	3	
Bus 68.2, 68.3	Intermediate and Advanced Typing	3	3
Orient 1	Freshman Orientation	1/2	
	Electives	3	4
		16	16-1/2

CERRITOS

Sophomore Year		3rd Sem.	4th Sem.
PE	Activity	1/2	1/2
Bus 38	Personnel Relations	3	
Libr 2.1	Library Clerical Procedures	3	
Libr 2.2	Advanced Library Techniques		3
Bus 52	Office Machines	2	
Bus 43	Managerial Office Systems		3
Pol Sci 5	American Institutions and Govt.	3	
HPER 7	Health Education		2
	Electives	5	7
		16-1/2	15-1/2

CITRUS

LIBRARIANSHIP (Professional)

The student who is interested in the profession of librarianship should consult the catalog of the college or university to which he plans to transfer. The bachelor's degree is required for admission to a graduate school of Librarianship, of which there are three in California, namely, the University of California at Berkeley, the University of Southern California, and Immaculate Heart College, Los Angeles. San Jose State College grants the Bachelor of Arts Degree with a Special Teaching Credential in Librarianship.

For the first two years a broad general background, with study in two foreign languages, is preferred. The students should also possess proficiency in typing. The following program is suggested:

First Year:	Units		Second Year:	Units	
English 1A-1B	3	3	Foreign Language*	4	4
Health Education 10	2		Physical Science	3-5	
Foreign Language*	4	4	Psychology 1A		3
History 4A-4B	3	3	History 7A-7B	3	3
Biological Science	3-(4)	3-(4)	Literature or Philosophy	3	3
Government 2		3	Electives	4-2	4
Physical Education	1/2	1/2	Physical Education	1/2	1/2
	15-1/2	16-1/2		17-1/2	17-1/2

Recommended Electives: Public Address 1A, Economics, Sociology, Typing, Humanities, Library Science, Physical Science, Art 22, Statistics, Great Religions of the World.

*One year in each of two foreign languages, preferably French and German.

LIBRARY ASSISTANT

The curriculum outlined below is designed to prepare students for positions as library assistants and provides a well-rounded cultural background in addition to the specialized training in the techniques essential to library service.

First Year	Units		Second Year	Units	
English 1A-1B	3	3	Office Methods 31		3
Typing 22-23	3	3	Health Education 10		2
Library Science 1	3	3	Library Science 1	3	3
Government 2	3		Literature	3	3
History 7A or 7B		3	Electives	10	5
Electives	4	4	Physical Education	1/2	1/2
Physical Education	1/2	1/2		16-1/2	16-1/2
	16-1/2	16-1/2			

CITRUS

Recommended Electives: History of Western Civilization, Public Address 1A, Life Science 2A-2B, Physical Science 1A-1B, Humanities, American Literature, Masterpieces of Literature, English Literature, Psychology 33, Statistics, Great Religions of the World.

CYPRESS

LIBRARIANSHIP

Prepares for junior standing in an institution granting a bachelor's degree. A bachelor's degree is required for admission to a graduate school of Library Science. A student may choose for his bachelor's degree any major that is of special interest to him. Opportunities are especially good within the fields of science, art and music.

EAST LOS ANGELES

LIBRARIANSHIP

There are four graduate schools of Librarianship in the State of California: The University of California at Berkeley; the University of California, Los Angeles; the University of Southern California; and Immaculate Heart College, Los Angeles. The requirement for admission to these schools is a Bachelor's degree.

California State College at San Jose grants the Bachelor of Arts degree with a Special Teaching Credential in Librarianship upon the completion of the four-year course.

The student interested in the profession of librarianship should consult the catalog of the college or university to which he is planning to transfer and secure advice from the counseling staff and his occupational adviser in outlining his course pattern at East Los Angeles College.

GAVILAN
1965-67

LIBRARIANSHIP

	Units	
Freshman	F	S
Art 10A-10B	2	2
Library Sci. 1	2	
Foreign Language	4	4
Electives		3
(TOTAL Parts A&B)	18-1/2	17-1/2

	Units	
Sophomore	F	S
English 46A-46B	3	3
History 4A-4B	3	3
Foreign Language	4	4
Electives		
(TOTAL Parts A&B)	18-1/2	16-1/2

Recommended Electives: Math 5; Sociology 21.

LIBRARY TECHNOLOGY
Library Technician Training

	Units	
Freshman	F	S
English 51A-51B	3	3
Bus. 11, 13	3	3
Guidance 1, Health Ed.2	1	2
Soc.Sci. 51A-51B	3	3
Speech 2A	2	
Lib. Tech. 61,62	2	2
Electives	3	3
Phys. Ed. Electives	1/2	1/2
	17-1/2	16-1/2

	Units	
Sophomore	F	S
English 1A	3	
Speech 2C	2	
Business 6		3
Natural Sci.,Electives	3	3
Lib. Tech. 63-64	2	2
Sociology 1	3	
Fine Arts Electives	3	3
Electives		6
Phys. Ed. Electives	1/2	1/2
	16-1/2	17-1/2

Library technicians are in great demand for positions in school, public and industrial or technical libraries. The few librarians trained in universities cannot begin to fill the demand for trained library personnel. Well prepared library technicians will find many job opportunities available.

GLENDALE

LIBRARIANSHIP

There are five library schools in California; they are located at Immaculate Heart College in Los Angeles, San Jose State College, University of Southern California, University of California at Los Angeles, and at Berkeley. Two, Immaculate Heart and San Jose State, are primarily concerned with training librarians for elementary and secondary schools, and are not accredited by the American Library Association. San Jose offers a program leading to a school librarianship credential in the regular four-year period, as well as a longer program for the Master of Arts degree.

The programs at Immaculate Heart, the University of California at Los Angeles, and at Berkeley and the University of Southern California are all primarily graduate courses leading to a Masters degree, though a few units at both the University of Southern California and Immaculate Heart are open to undergraduate students.

Students should study very carefully the announcements of all five institutions, for no two have exactly the same entrance requirements, or feature the same course offerings. All of them prepare a student for school librarianship credentials, but beyond that have strengths in very different fields.

In general, the broadest preparation possible is the best, and it should include at least 16 units of modern foreign languages, preferably French, German, or a modern oriental language.

LIBRARY ASSISTANT

This program is for the student who wishes to prepare for work as a clerical assistant in a library of a college, high school, or public or private agency.

Required Courses:
Business 1A, 1B
English 1, 2, 5, 6
Economics 1
History 7, 8, 17, 18

Recommended Courses:
Science courses 8 units
Psychology 1
Art 1 or 2
English 21, 40
Music 20

Practical experience as a student assistant in the Glendale College Library for one semester.

LOS ANGELES TRADE-TECH

LIBRARY ASSISTANT ASSOCIATE IN ARTS DEGREE

Requirements for the Associate in Arts Degree in Library Assistant may be met by completing the Essential Courses listed, and sufficient electives to meet the 60-unit requirement. Recommended Electives may be substituted for courses in the Library Assistant Major with Department Chairman approval.

LOS ANGELES TRADE-TECH

Essential Courses	Curriculum	Course No.	Units
Reading and Composition I	English	1	3
World Literature I	English	3	3
English Literature I	English	5	3
American Literature II	English	8	3
Health Education	Health	10	2
Intro. to Western Civilization I	History	1	3
Intro. to Western Civilization II	History	2	3
Polit. & Soc. History of U.S. I	History	11	3
Polit. & Soc. History of U.S. II	History	12	3
Library Services	Library Science	1	2
Library Resources	Library Science	2	2
Ordering Procedures	Library Science	3	2
Circulation Procedures	Library Science	4	2
Cataloging Techniques	Library Science	5	2
Communications Media	Library Science	6	3
Book Binding and Book Repair	Library Science	7	3
Combined Activities	Physical Education	1	1/2
Swimming	Physical Education	2	1/2
Office Orientation	Secretarial Science	30	2
Introduction to Sociology	Sociology	1	3
Public Speaking	Speech	1	3
Recommended Elective Courses			
Survey of Art History II	Art	2	3
Business Law I	Law	1	3
Principles of Economics I	Economics	1	3
Report Writing	English	29	3
History of Calif. & Pacific Coast	History	20	3
Oral Communications	Industrial Supervision	11	3
General Psychology I	Psychology	1	3

LOS ANGELES VALLEY

LIBRARIANSHIP (U.C.L.A.)

The curriculum in Prelibrarianship has been discontinued. Undergraduate students who are interested in entering a graduate library school should select a major from the list of majors and curricula. Such applicants to U.C.L.A. should indicate the major and appropriate college in their applications with Library Service in parentheses; eg, Letters and Science, English (Library Service).

MERCED

LIBRARIANSHIP

The student who is interested in the profession of Librarianship should consult the catalog of the college or university to which he plans to transfer. The Bachelor's degree is required for admission to a graduate school of Librarianship, of which there are three in California that are accredited nationally. These are the University of California at Berkeley, the University of Southern California and the University of California at Los Angeles. In addition, the library science program at the Immaculate Heart College of Los Angeles is accredited for the state of California. San Jose State College grants the Bachelor of Arts Degree with a Special Teaching Credential in Librarianship. The student should possess proficiency in typing. The following program is suggested:

MERCED

Freshman

Department and Course No.	Units 1st Sem.	2nd Sem.
English 1A-1B	3	3
Health 10		2
Foreign Language	4	4
History 4A-4B	3	3
Introduction to College	1	
Biology 1A	3	
Speech 1-2	3	3
Anthro 2, Psych 1A, Soc 1 or 2		3
P. E. 10	1/2	1/2
	17-1/2	18-1/2

Sophomore

Department and Course No.	Units 1st Sem.	2nd Sem.
Foreign Language	4	4
Physical Science*	5	5
History 17A-17B	3	3
English 6A-6B	3	3
English 30	3	
Elective		3
P. E. 10	1/2	1/2
	18-1/2	18-1/2

*Select from Chemistry 1A-1B, Physics 2A-2B

MOUNT SAN ANTONIO

LIBRARY CLERK

The following curriculum is suggested for a vocational student who wishes to secure employment upon graduation as a library clerk. Emphasis is placed upon basic office training in addition to library techniques. Business Mathematics Communication, Typing, Office Appliances, Human Relations in Business and Office Clerical Practice are included. Opportunity for a work experience program in a selected library is provided. It should be noted that this is not a pre-professional library curriculum. The pre-professional student must meet the lower division requirements of the institution to which he plans to transfer.

Freshman Year	Units F	S
Intro. to Lib.Sci.54A-54B	3	3
English	3	
Typewriting	3	
Filing Systems 48	1	
Psychology	2-3	
American Institutions 50	3	
Office Appliances 65		4
Business Mathematics 11		3
Business Communications 30		3
Electives		4
Physical Education	1/2	1/2
	15-1/2 - 16-1/2	17-1/2

Sophomore Year	Units F	S
Lib.Sci. 55A-55B	3	3
Accounting 70	3	
Health Education 1		2
Human Relations in Bus. 60	3	
Machine Calculations 53	2	
U. S. History 50		3
Clerical Office Practice 38		4
Electives	4	4
Physical Education	1/2	1/2
	15-1/2	16-1/2

ORANGE COAST

LIBRARY SERVICE

This curriculum is designed to train library technicians in the operation and techniques of library operation. A well rounded background of courses and electives will provide the necessary background in related library practices. The courses in library service will provide the technical training essential to library service. The work experience will be obtained from placement in school and public libraries.

A two-year curriculum is outlined below. Although the order in which courses are taken may have to be modified to meet individual needs, all courses printed in Capitals are required for the Associate in Arts Degree with a major in Library Service.

First Year

Fall	Units	Spring	Units
LIBRARY SERVICE 51	3	LIBRARY SERVICE 52	3
SECRETARIAL 1	3	SECRETARIAL 2	3
English 1A	3	English 1B	3
Psychology 1A	3	Health Education 1	2
Electives	3	Electives	3
Phys. Education	1/2	Phys. Education	1/2
	15-1/2		14-1/2

Second Year

Fall	Units	Spring	Units
LIBRARY SERVICE 53	3	LIBRARY SERVICE 54	3
SECRETARIAL 71	3	SECRETARIAL 74	2
SECRETARIAL 51	3	Political Sci. 1 or 12	3
History 7A or 10	3	Data Processing 1	3
Electives	3	Secretarial 81	3
Phys. Education	1/2	Phys. Education	1/2
	15-1/2		14-1/2

PALOMAR

LIBRARY SCIENCE
(Lib. Tech.)

		Units
Lib. Sc. 1	Use of Books and Libraries	2
Lib. Sc. 2A-2B	Library Routines	2
Bus. 3A*	Beginning & Personal Use Typing	2
Bus. 40	Business Writing or	
Bus. 42	Business English	3
Bus. 56	General Office Procedures	3
Bus. 59	Filing and Records Management	2
Engl.35 or Engl. 1B		3
		17

*Two units may be exempt by examination:
Business 3A - Net speed of 35 words per minute on 3 minute writing.

CURRICULA

Major Field	Required	Recommended
Librarianship (Professional)	French 1, 2; German 1, 2; English 25A-25B; History 1A-1B	Business 3A-3B

LIBRARIANSHIP

There are five graduate library schools in California: University of California at Berkeley and at Los Angeles, University of Southern California, San Jose State and Immaculate Heart College. San Jose offers a bachelor's degree program in library science; all offer the master's degree; the University of California at Berkeley and the University of Southern California offer the doctor's degree. All grant the credential required of public school librarians in California, elementary through junior college. For specific admission requirements, students should consult at an early date the catalog of the school desired. Virtually any undergraduate major is acceptable to the graduate schools of librarianship. Valuable work experience may be obtained in the College library or other libraries.

Prelibrarianship Curriculum - Meets requirements for the Associate in Arts degree and Junior standing, University of California at Los Angeles or Berkeley.

This curriculum presupposes the completion of specific college entrance requirements (see Admission of High School Graduates with Recommended Status--the University of California Plan). Typewriting should be included in the high school program.

Freshman Year

Dept.	Course No.		Sem.I	Sem.II
PE Act	--	Physical Education Activity Elective	1/2	1/2
B Comm	1	Basic Communication	1	--
Engl	1A, 1B	Reading and Composition	3	3
H Ed	2	Health Education	2	--
Hist	1A	Hist. of European Civilization to 1648	3	--
Hist	1B	Hist. of European Civilization from 1648	--	3
--	2,3	*Foreign Language	4	4
Phys	10	Descriptive Introduction to Physics	3	--
Botany	1	General Botany	--	5
			16-1/2	15-1/2

Sophomore Year

Dept.	Course No.		Sem.I	Sem.II
PE Act	--	Phys. Education Activity Elective	1/2	1/2
Pol Sc	5	American Institutions	--	3
--	1,2	*Foreign Language	4	4
Geol	1A	Physical Geology	4	--
Engl	46A, 46B	English Literature	3	3
Philos	6A, 6B	Introduction to Philosophy	3	3
Econ	1A	Principles of Economics or)	3	--
Socio	1	Introductory Sociology)		
Psych	1A	Introductory Psychology	--	3
			17-1/2	16-1/2

*Two foreign languages required for admission to U.C.B. and U.C.L.A. Graduate Schools of Librarianship (French and German recommended); at least 12 units in one language required for the baccalaureate degree.

LIBRARY CLERICAL

This curriculum prepares students for clerical positions in all types of libraries. Students seeking employment in industrial and research libraries should choose electives and required course options which concentrate on the specialty of the library.

Students desiring to become professional librarians should follow the Librarianship transfer curriculum. If course prerequisites have been met, students undecided between professional and non-professional careers should choose electives and required options from that curriculum.

PASADENA

LIBRARY CLERICAL

Meets requirements for the Associate in Arts degree and employment.

Freshman Year

Dept.	Course No.		Sem.I	Sem.II
PE Act	--	Physical Education Activity Elective	1/2	1/2
B Comm	1	Basic Communication	1	--
H Ed	2	Health Education	--	2
Bus	114	Business Mathematics	3	--
Bus	11A	Business Communications or)	3	--
Engl	1A	Reading and Composition)		
DAP	101	Introduction to Unit Record Equipment	3	--
DAP	105	Data Processing Techniques	--	3
Lib	101	Library Fundamentals	3	--
Lib	102	Library Services	--	3
Sec Sc	27A, 27B	*Typewriting	2	2
Sign	46A	Commercial Lettering	2	--
--	--	**Speech	--	3
--	--	**Social Science	--	3
			17-1/2	16-1/2

Sophomore Year

Dept.	Course No.		Sem.I	Sem.II
PE Act	--	Physical Education Activity Elective	1/2	1/2
Acctg	101A	Accounting	--	4
Bus	119	Personal Development	--	2
Lib	103	Ordering Processes	--	3
Lib	104	Cataloging Techniques	--	3
Lib	105	Library Field Practice	--	2
Pol Sc	5 or 125	American Institutions	3	--
Sec Sc	28A	Typewriting	2	--
Sec Sc	116	Clerical Procedures	3	--
Sec Sc	104	Duplicating Processes	--	2
--	--	**Mathematics/Science	3	--
--	--	***Electives	3	3
			17-1/2	16-1/2

*Substitute electives if completed in high school.
**See requirements for the Associate in Arts degree.
***Recommended: Biology 421; Business 111A, 111B, 113, 117; Geography 146, 147; History 127, 128.

REDWOODS

LIBRARIANSHIP

Preparation required for professional librarianship usually extends beyond five years of college. Additional preparation is also required for certain areas, such as school librarians and other subject specialists. A strong general education program should be elected, with special attention to language and other specific requirements of the institution offering the desired bachelor's and master's degrees. Typing is a necessary skill which, if not completed during high school, should be acquired as early as possible. Students considering this objective should consult with a faculty member from the Division of Library Services as early as possible and plan their programs in accordance with requirements of that senior college in which they will complete librarianship studies. The Library Technology curriculum is not designed to lead to the professional librarianship objective.

REDWOODS

LIBRARY TECHNOLOGY

Graduates of the two-year curriculum in Library Technology are qualified for employment as library technicans--persons employed in public and special libraries to perform duties requiring a combination of the skills of the clerical worker and certain of the technical skills of the librarian. This is not a pre-professional library curriculum; for that, see "LIBRARIANSHIP." The two-year course of study includes instruction in the principal phases of library work, including: circulation procedures, magazine handling; library filing; arrangement of books; shelving and shelf reading; processing of pamphlets, serials, and other materials; use of library equipment and machines; and practical experience in the operation of the College Library and public and special libraries off campus. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students satisfying these requirements and completing the curriculum with a final grade point average of 2.5 or higher in all courses given in the Division receive an achievement award, the Certificate of Proficiency in Library Technology. The Division of Library Service recommends for employment all students who receive this award and, in conjunction with the college placement service, makes a special effort to find positions for them in public and special libraries.

Freshman Year

Fall		Units	Spring		Units
Libr Tech 51	- Intro. to Libraries & Library Materials	3	Libr Tech 52	- Library Serv.	3
*Eng 50	- Grammar & Comp.	3	Eng 1A	- Reading & Comp.	3
Eng 21	- Use of Books and Libraries	3	Eng 22	- Hist. of Books and Libraries	3
Libr Tech 50A-B	- Library Orientation and Skills	3	*Bus 62	- Bus. Math.	3
*Bus 51A	- Beg. Typing	3	*Bus 51B	- Inter.Typing	3
General Education		4	General Education		1
Phys.Ed.	- Physical Education	1/2	Phys. Ed	- Physical Educ.	1/2
		16-1/2			16-1/2

Sophomore Year

Fall		Units	Spring		Units
Lib Tech 53A	- Advanced Lib.Practice	3	Lib Tech 53B	- Adv. Lib. Practice	3
Pol Sci 10	- American Inst.	3	Hist 10	- Hist. of the U.S.	3
Bus 58A	- Applied Accounting	4	Psych 33	- Personal and Social Adjustment	3
Bus 75	- Business Machines	3	Bus 70	- Modern Office Procedures	3
General Education		3	General Education		4
Phys Ed	- Physical Education	1/2	Phys Ed	- Physical Education	1/2
		16-1/2			16-1/2

Requirement may be partially met by examination
English 1B is recommended in addition

RIO HONDO

LIBRARIANSHIP

The student who is interested in the profession of Librarianship should consult the catalog of the college or university to which he plans to transfer. The Bachelor's degree is required for admission to a graduate school of Librarianship, of which there are three accredited in California; namely, the University of California at Berkeley, the University of California at Los Angeles, and the University of Southern California.

RIO HONDO

For the first two years a broad general background is preferred. The student should also possess proficiency in typing. The following program is suggested:

First Year	Units		Second Year	Units	
English 1A-1B	3	3	Foreign Language 3 - 4*	4	4
Health Education 10	2		Physical Science	4 - 5	
Foreign Language 1 - 2*	4	4	Psychology 1A		3
History 4A-4B	3	3	History 7A - 7B	3	3
Biology 10A - 10B	4	4	Literature or Philosophy	3	3
Government 2		3	Electives	3 - 2	4
Physical Education	1/2	1/2	Physical Education	1/2	1/2
	16-1/2	17-1/2		17-1/2	17-1/2

Recommended Electives: Public Address 1A, Economics, Sociology, Typing, Humanities 1A-1B, Library Science, Physical Science, Art.
*French or German preferred.

LIBRARY ASSISTANT

This curriculum is designed to prepare students for positions as library assistants and provides a well-rounded cultural background in addition to the specialized training in the techniques essential to library service.

First Year	Units		Second Year	Units	
English 1A - 1B	3	3	Library Science 6		2
Typing 20 - 21	3	3	Art 7 or 8	2	
Library Science 1 - 2	3	3	Health Education 10		2
Government 2	3		Library Science 3 - 4	3	3
History 7A or 7B		3	Masterpieces of Literature 44A - 44B	3	3
Library Science 5		2	Electives	8	6
Electives	4	2	Physical Education	1/2	1/2
Physical Education	1/2	1/2		16-1/2	16-1/2
	16-1/2	16-1/2			

Recommended Electives: History 4A - 4B, Public Address 1A, Physical Science 1A - 1B, Humanities 1A - 1B, Literature, Psychology, Introduction to the Theatre 5, Biology 10A, Office Methods 29.

SAN FRANCISCO CITY

LIBRARY TECHNOLOGY

Graduates of the Curriculum in Library Technology are qualified for employment as library technicians--persons employed in public and special libraries to perform duties requiring a combination of the skills of the clerical worker and certain of the technical skills of the librarian.

ADMISSION

Enrollment is open to all interested students.

COURSE OF STUDY

The two-year course of study includes instruction in principal phases of library work, including the following: circulation procedures; magazine handling; library filing; arrangement of books; shelving and shelf reading; processing of books, pamphlets, serials, and other materials; book ordering and acquisition; classification and cataloguing; use of audio-visual materials; and use of library equipment and machines.

SAN FRANCISCO CITY

Advanced Library Practice, a course included in the last two semesters, gives students practical experience in the operation of the College library and public and special libraries off campus.

Instruction in general education is given through courses in the following: American institutions, United States History, and State and local government; personal health; humanities; life science; physical science; and applied psychology.

The Curriculum was developed by the College in co-operation with members of the professional staffs of the University of California Graduate School of Librarianship at Berkeley, San Francisco Public Library, Special Libraries Association of California, Department of Texts and Libraries of the San Francisco public schools, Bureau of Audio-Visual and School Library Education of the California State Department of Education.

THE FACULTY

The faculty consists of members of the regular College staff, including professional librarians, and visiting librarians from public and special libraries.

ASSOCIATE IN ARTS DEGREE AND CERTIFICATE OF PROFICIENCY

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students satisfying these requirements and completing the Curriculum with an average final grade of C or higher receive an achievement award, the Certificate of Proficiency in Library Technology. The Department of Library Technology recommends for employment all students who receive this award and, in conjunction with the College placement service, makes a special effort to find positions for them in public and special libraries.

SEMIPROFESSIONAL CURRICULUMS - Courses Required for the Certificate of Proficiency in Library Technology.

Suggested Sequence:

First Semester

	Units
Business 61	2
Business 80	2
Communication G5A or English 1A	3
Humanities 41A or 51A	3
Library Technology 51	3
Physical education	1/2
Personal health	2
	15-1/2

Second Semester

	Units
Communication G5B or English 1B	3
Humanities 41B or 51B	3
Life Sci. G11 or Zoology 10	4 or 3
Library Technology 55	3
Physical education	1/2
Electives	2 or 3
	15-1/2

Third Semester

	Units
Business 83	3
Library Technology 61A	3
Physical education	1/2
Physical Science G11 or Physics 10	4 or 3
Electives	6
	16-1/2 or 15-1/2

Fourth Semester

	Units
Library Technology 61B	3
Physical education	1/2
Political Science 36 or 56	3
Psychology G6	3
Electives	6
	15-1/2

SAN MATEO

LIBRARIANSHIP

The student who intends to transfer to a major in Librarianship should plan his course at College of San Mateo to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

SANTA ANA

LIBRARY ASSISTANT

Meets requirements for the Associate in Arts degree and employment.

The Library Assistant two-year curriculum prepares the student for a semi-professional position in all types of libraries. The library assistant curriculum has the following objectives:

To provide a background of general education, combined with basic library skills to prepare students to enter library work above the minimum clerk status.

To provide training in skills at an undergraduate level making possible entry into library work, without involving the long "in-service" training now needed for assistants.

To introduce the varieties of library work into which a trained person may work.

To encourage those with high talent to continue into the graduate level of library science.

To provide extended training in library technique for the person who already has either the AA or the BA, who would be eligible for supervisory semi-professional work.

1. Must complete Santa Ana College General Requirements.
2. Major Requirements:

Freshman		Sophomore	
Business 81A-81B	2	Library Science 52	3
Library Science 50	3	Library Science 53	3-4
Library Science 51	3		

Balance of 20 units required for major to be selected from the following: Library Science 54, Library Science 55; English 34A-34B; English 36A-36B; English 42, English 44A-44B.

General: (In areas of special interest) Art 1A-1B; Music 2A-2B; Speech 1A, 2, 24; Languages; Philosophy 6A-6B; Anthropology 2; Economics 2; Geography 1, 2, 38; History 4A-4B, 38; Psychology 1B, 33; Sociology 1-2; Astronomy 1; Chemistry 2A, Geology 2; Biology 1A-1B; Physical Science 1A-1B.

LIBRARY SCIENCE

Vocational Librarianship

First Year:

First Semester	Units	Second Semester	Units
Hist. 41, U.S.	3	Poli. Sci. 1, Gov't.	3
Engl.A, 1A, or Bus.50	3	P. Spkg. 1A, 2A or Drama 10A	3
*Lib. Sci. 51, general	3	*Lib. Sci. 52, introduction	3
Music 2A or Art 1A, Apprec.	3	*Bus. 62A, Elem. Acctg.	4
**Bus.57A, or 58A, typing or	3	Music 2A or Art 1A, Apprec.	3
***Elective from 2nd year, 2nd semester list		Bus. 57B or 58B, Typing	2
P. E.	1/2	P. E.	1/2
	14-1/2 - 15-1/2		18-1/2

Second Year:

First Semester	Units	Second Semester	Units
Hygiene 2	2	*Lib. Sci. 54, Advanced	3
Botany 12 or Zoology 12	3	*Bus. 81, Machines	2
*Lib.Sci. 53, Advanced	3	Elective - Science	3
*Bus. 61, Charm	3	Elective - Soc. Science	3
*Bus. 80, Machines	2	Elective - Fine or Applied Art	3
Psych. 1A or 10	3-2	Elective - Humanities	3
P.E.	1/2	P. E.	1/2
	16-1/2 - 15-1/2		17-1/2

*Indicates courses in major
**No typing course required if the student can pass 45 wpm test at entrance; Advanced typing, however, is highly recommended.
***Desirable that instructor of Library Science courses approves all electives selected by the students.

TAFT

LIBRARY ASSISTANT
(Suggested two-year program)

First Year:	Units		Second Year:	Units	
English 1A-1B	3	3	English 41	3	
Health Education 10		2	Political Science 1	3	
Physical Education 1-2	1/2	1/2	History 17B		3
Library Science 50A-B	3	3	Physical Education 3-4	1/2	1/2
Physics 10 - Speech 11	3	3	Geology 10 - Biology 1A	3	4
Art 12A - Business 7	3	3	Psychology 1A - Philosophy 1	3	3
Sociology 41	3		Sociology 2		3
	15-1/2	14-1/2	Art 1A-1B	3	3
			Music 10A-10B	2	2
				17-1/2	18-1/2

Additional Financial Assistance for Approved Library Technician Projects

The following list represents items that qualify for Federal PL 88-210 Funds.

	Federal Matching
1. Administration of Vocational Education	
1. Salaries of Directors and Coordinators	50°/o
2. Instruction	
1. Salaries of Instructors	25°/o
2. Salaries of Clerical	50°/o
3. Reference and Textbooks	50°/o
4. Instructional Supplies	50°/o
3. Maintenance of Instructional Equipment	50°/o
4. Fixed Charges	
1. Insurance	50°/o
2. Rental of Land and Buildings	50°/o
5. Capital Outlays	
1. Sites	50°/o
2. Buildings (Prorate)	50°/o
3. Major Equipment	50°/o
4. Minor Equipment	50°/o

Generally the Federal dollar must be matched with a State and Local dollar with the exception of instructor's salaries which only allows 25°/o Federal funds and 75°/o State and Local funds.

From ALA, Education Division, Newsletter
No. 53
March 1965
Quarterly

STATEMENT ON JUNIOR COLLEGE LIBRARY ASSISTANT TRAINING PROGRAMS

At the Midwinter meeting in Washington, D.C., the LED Executive Board approved the following statement which was made in reply to an inquiry from the Newton Junior College:

The concensus of Board opinion is that the establishment of courses for the training of library clerks or assistants in junior college should not be encouraged. While there is a need for library technicians and even though some courses are being given, there appears to be no evidence that they have been successful. It was noted that the Personnel Committee of the New York Library Association has recently recommended against a proposal for the establishment of undergraduate training programs. There are no standards for such courses.

The negative reactions of Board members are based primarily on the following: 1. The demands on subject and language knowledge are such that for most positions a college education is essential. 2. Junior College training courses could not be credited toward other undergraduate or graduate training. The result would be that competent persons who become interested in the profession after successful experience at the technical level would find it difficult to continue toward professional degrees. ALA recommendations for undergraduate work are for courses leading to graduate courses and fully articulated with them. (See 1959 ALA Standards for Undergraduate Library Science Programs. ALA Bulletin 52:695-700 (1958)). 3. Library clerks or aides who carry on the most routine tasks are best trained on the job or through a short-term course. 4. Many library routines vary so much from library-to-library that general courses would have limited usefulness. Employees at this level are students who, if they continue to work in libraries, will eventually obtain graduate degrees in librarianship.

A STATEMENT ON JUNIOR COLLEGE LIBRARY TECHNICIAN PROGRAMS

by Louis Shores, Dean
Library School, Florida State University

The following statement was prepared in response to a request for advice from four Florida junior colleges contemplating or now offering the technician program. The Miami-Dade and Polk Junior Colleges are now offering library technician programs and the St. Petersburg and Ocala junior colleges are developing such programs.

As I indicated in my May 26, 1966, letter to the Executive Board of LED, dissenting with the opinion expressed at the 1965 ALA midwinter meeting (Agenda Item 7), I believe there is a need for Junior College Library Technician, or Library Aide Program.*

(a) The Office of Education estimate of a 120,000 manpower shortage does not indicate levels of need. On the basis of current objection to professional - semi-professional ratio in U.S. libraries, even a 1:2 proportion would indicate about 80,000 clerical, semi-professionals are needed.

(b) The subject-language prerequisite for these "technician" performances are not above the junior college.

(c) Trends in library education abroad point to levels, of which one is approximately the junior college technician type.

(d) Library routines are now so standardized that once standard practice is learned, library-to-library variation can very much more easily be understood and adapted.

(e) Professional recruitment can profit from early introduction in the college subjects which will enroll more freshmen and sophomores than the traditional Higher Educational Institutions.

Of the several examples currently in operation those (a) limited so as not to encroach upon general education and (b) articulated with both the ALA-NCATE undergraduate recommendations and ALA-graduate standards are most promising.

Although for a majority of junior college students this program will be "terminal", it should be so planned that if a student should enter the ALA-NCATE undergraduate or ALA-graduate program the Junior College learning will be a re-enforcement and not a duplication.

*The Executive Board's statement was published in the LED Newsletter No. 53.